

**THE BRAVEHEART ASSOCIATION (SCIO)**

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**TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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**Charity no: SC034617**

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## TRUSTEES' ANNUAL REPORT FOR THE PERIOD ENDED 31 MARCH 2019

The Trustees submit their report together with the financial statements for the period ended 31 March 2019.

### Reference and Administrative Information

Charity name:	The Braveheart Association (SCIO)
Charity number:	SC034617
Operational address:	Falkirk Community Hospital Majors Loan Falkirk FK1 5QE
Trustees	Gordon Thomson - Chairman Charlie Colliar Jamie Bomber Lorna MacIntyre – resigned April 2018 Nina Saunders–Secretary - joined April 2018 Blair Alston - Treasurer - joined June 2018
Independent Examiner	Elisha Kimani 12 McLeod Road Alloa FK10 1EF
Solicitors	Katherine Irvine Assistant Solicitor Harper MacLeod LLP The Ca'd'oro 45 Gordon Street Glasgow G1 3PE
Bankers	The Royal Bank of Scotland Falkirk Newmarket Street Branch 2 Newmarket Centre Falkirk FK1 1JX

## **Structure, Governance and Management**

### Governing document

The charity is a Scottish Charitable Incorporated Organisation (SCIO) governed by its constitution and controlled by its Trustees.

### Our trustees

The constitution states a maximum number of 14 trustees.

Trustees receive induction and information on the activities, policies and procedures of the Braveheart Association.

### Risk management

A comprehensive risk assessment has been carried out and examined the major risks that the charity faces and a risk management strategy has been developed comprising:

- an annual review of the risks
- the establishment of systems and procedures to mitigate those risks identified in the plan, and
- the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.

## **Braveheart Vision**

*Our vision is to see the burden of long terms conditions reduced, to the individuals who might develop them, to those who are already living with them, and to wider society as a whole.*

### **The Objects of the Association are:**

*To provide a framework of active support and encouragement for adults with a long term health condition and those at risk of developing chronic health conditions, and to promote their current and future wellbeing.*

Our main objectives and activities continue to focus upon providing support for adults living with or are at risk of developing a long term condition. This is in two main areas:

- Self-management programmes, where people come together to learn and support one another
- Encouraging people to regular exercise by offering a variety of supported walking groups and activities across Forth Valley.

Braveheart promotes healthy lifestyles with a focus on preventing the development of long term conditions and has developed a number of different self-management programmes and an extensive network of weekly and monthly walks. We can also offer longer term support through our Braveheart Plus groups. All those programmes also address a significant and emerging health need relating to social isolation. Poor health can contribute to a decreasing interaction between individuals and the society in which they live.

All our services are friendly, welcoming and run with the help of community volunteers, who we train as Health Mentors and Walk Leaders. We rely on our volunteers to deliver much of what we do, and we aim to train and support our volunteers to the highest of standards.



## **Achievements and Performance**

The year to April 2019 was exciting year of expansion of our services into the communities of Forth Valley. We also developed our reach into target areas of multiple deprivation delivering health fayres in partnership with local partner organisations and with the support of a team of volunteers from the communities. We supported large numbers of people to manage and improve their health and wellbeing across Forth Valley, offering peer support and a range of activities such as our walking programme which are well recognised as important factors in contributing to sustainable good health.

Our volunteers are Braveheart's biggest asset as they are champions of health and wellbeing in our communities. Volunteers offer peer support, encouragement and practical activities to support healthy lifestyles well as being friendly and welcoming to the hundreds of people that benefit from what we do. This year the volunteer team has increased to support the additional work we have been developing in local communities.

We have a talented and dedicated team of four part time staff who truly care about Braveheart and desire to see the organisation grow and prosper so that we can deliver services where they are most needed. Together with our volunteers, they have worked extremely hard to achieve key objectives set at the beginning of the year. The team have successfully accessed the funds required to deliver on the projects that we know add value to the communities that we work with.

The board is also in a stronger position as we move in to the new financial year with two new trustees bringing new skills to the existing team. This will enable the trustees to continue to increase the quality of our governance over the coming year.

## **Key Achievements 2018/19**

### **We Increased the Capacity, Reach and Quality of the Organisation**

- We evaluated organisational progress and developed a new 3 Year Strategic Plan with volunteers, staff and Board members
- A Board/Staff Away Day was held in June to plan the year ahead and develop the team
- We gained European Framework of Quality Management "Committed to Excellence" accreditation as a measure of organisational fitness in January.
- Our new 'Smart Move' project which promotes walking and active travel was launched in January
- Braveheart secured a unit in the Howgate Shopping Centre in March which gives us greater opportunity to reach a wider audience
- Three successful, well attended 'Enjoy Your Health' community events were held in areas of high deprivation
- A short film about Braveheart was produced by Production Attic for Paths For All in March
- Two additional Board members were appointed
- We continued to promote our services to the community through our Newsletter, website, social media and local newspapers

### **We Supported the Health and Wellbeing Of People In The Communities of Forth Valley**

- 162 local people took part in our Community Health and Wellbeing events in Grangemouth, Camelon and Dawson
- 30 local people had hearing tests and 28 had blood pressure checks at our events with referrals to GP's where appropriate
- Walk with Braveheart attracted 60 new walkers
- 12 healthy living sessions and talks were delivered to various local community groups.
- x walks were delivered across Forth Valley with x attendances
- We reached a new high of 72 walkers on one of our popular monthly walks
- Self management support groups for people with diabetes and heart problems were delivered throughout the year
- 25 local people over 50 participated in Braveheart's Weight Management Programme

### **We Developed and Supported the Braveheart Volunteering Team**

- We developed a new Volunteer Recruitment and Retention Plan
- 9 new volunteers were recruited and trained
- Braveheart supported a team of more than 50 volunteers during the year
- 15 volunteers actively participated in the planning and delivery of local Health and Wellbeing Events
- Volunteers were offered disability inclusion and Food and Health training
- A volunteer thank you meal was held at Ross Priory at Loch Lomond on 5<sup>th</sup> December

### **We Continued to Strengthen our Partnership Working**

- More than 20 local and national health organisations and community groups participated in our successful 'Enjoy Your Health' events
- We strengthened our partnership working with key NHS partners from Health Promotion, Public Health, Keep Well and Dietetic Departments.
- We strengthened our partnership working with Forth Valley Sensory Centre & Get Out Get Active to develop new inclusive walks for people in Camelon
- We strengthened our partnership working with Falkirk and Clackmannanshire Councils and Falkirk Travel Hub through our walking and active travel programmes

### **We Secured Funding for Existing Work and for New Initiatives**

- We were successful with new bids for funding to Awards For All and Smarter Choices Smarter Places
- We maintained our NHS and Robertson Trust funding and secured a number of small amounts of funding from new trusts and funders.

- We raised over £1,000 funds through our Sponsored Walk and £800 through our Friends of Braveheart fundraising programme

## **Financial review**

The trustees raised £79,068 through donations, grants and fundraising activities and expended £80,230 in the year 2018/19.

Most income received by Braveheart is restricted to be expended on activities and projects specified by the donor. The balance of funds restricted carried forward to next financial year is £12,103 and the Association is working on fundraising projects to build the organisation's unrestricted reserves.

Unrestricted income is mainly derived from fund raising activities, donations and bank interest. During 2018/19 the unrestricted balance to be carried forward to next financial year is £7,824.

### Principal funding sources

The charity's principal sources of funds were received from NHS Forth Valley, Paths for All, The Robertson Trust and Awards for All.

It is hoped over the next few years to build partnerships with various bodies with the aim of securing longer term funding which, when added to the fundraising resources, will provide the Charity with the means to maintain existing initiatives in addition to introducing new projects.

### Investment policy

The Trustees have considered the most appropriate policy for investing funds and has found that short to medium funds should be held in a mixture of current and term bank accounts to optimise interest earned.

### Reserves policy

The charity aims to build upon the reserves policy and contingency fund, covering the costs of general expenditure for all programmes for up to 6 months.

The Treasurer, Chairman and Manager, on behalf of the Management Committee, conduct an annual review of the level of unrestricted reserves in the general fund by considering risks associated with the various income streams, expenditure strategies and balance sheet items. This enables an estimate to be made of the level of reserves that are sufficient:

- to allow time for reorganisation in the event of a downturn in income;
- to protect ongoing work programmes; and
- to allow the Charity to meet its objectives.

Risks and issues considered by the Treasurer, Chairman and Manager in making this judgement on the level of unrestricted reserves consist of:

- over-dependence on any single source of income;
- possibility of a downturn in income streams;
- period of time required to re-establish income streams;
- period of time required to downsize the Charity operations;
- whether there is adequate control over budgets;

- potential decrease in the value of the investment portfolio; and
- requirements for a reasonable level of working capital.

## **Plans For Future Periods**

Our key aims for the coming year are to:

### **1. Support the Health and Wellbeing of people across Forth Valley by building new opportunities to engage with the communities of greatest need**

- We will develop Community Health and Wellbeing Hubs across Forth Valley where there is an increased demand for our services
- We will organise community meals for all to benefit from
- We will continue to develop our programmes providing information and support for individuals experiencing a range of risk factors to include loneliness, obesity and inactivity
- More support will be available to support people with Type 2 diabetes, coronary heart disease and people living with dementia
- We will reach out to the least active in the community and support them to increase activity levels through providing new mall walks and low level activity options.
- We will take every opportunity to seek feedback and ask about the kind of support local people would like from Braveheart.
- We will continue to promote our services by using our Wellbeing Hubs, Newsletter, Social Media and local outlets.

### **2. Continue to Develop and Maintain Strong Partnership Working**

- Work closely with the NHS, Keep Well and a range of local organisations to provide appropriate support for people through our network of community health and wellbeing hubs
- Work in close partnership with local ethnic minority groups to promote integration within our new Health and Wellbeing Hubs.
- Increase our engagement with local community groups with a focus on the Health and Social Care partners in Clackmannanshire.
- Meet regularly with key personnel within NHS Forth Valley to plan and co-ordinate future work.

### **3. Develop and Support the Braveheart Volunteer Team**

- Recruit and train volunteers for the new Health and Wellbeing Hubs
- Set aside appropriate resources for volunteer support and training
- Recognise and reward our volunteers by offering away days together

#### 4. Secure funding for Existing Work and for New Initiatives

- Continually review and implement our fundraising strategy.
- Seek to secure new funding streams and maintain existing funds, where possible.
- Secure funding to further develop our work in Clackmannanshire.
- Hold a yearly Sponsored Walk and Friends of Braveheart draw to generate funds.
- Investigate options to develop income generation through social enterprise.

#### 5. Develop the Capacity and Quality of the Organisation

- Seek feedback from partners and service users throughout the year
- Continue to work with Quality Scotland to develop Braveheart in line with the EFQM quality standards
- Work towards the next level of Committed to Excellence, European Foundation of Quality Management accreditation.
- Conduct and implement a “check up” in line with the Scottish governments Good Governance code for the charity sector
- Organise a Board/Staff Away Day to build the Braveheart Team and to plan ahead
- Allocate resources for training staff and board members to develop the skills required to continue to deliver in today’s environment

## Statement of Trustees' Responsibilities

Law applicable to charities in Scotland requires the Trustees to prepare financial statements each financial year, which give a true and fair view of the state of affairs of the charity at the end of its financial activities during the year then ended. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They have general responsibility for taking such steps as is reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

**By order of the board dated 2 December 2019**



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Gordon Thomson  
Braveheart Chairman



**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF THE BRAVEHEART ASSOCIATION CHARITY NO SC034617.**

I report on the financial statements of the charity for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019, which are set out on pages 11 to 14.

**Respective Responsibilities of Trustees and Examiner**

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The Charity's Trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section (44)(1) (c) of the 2005 Act and to state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

**Independent Examiner's Statement**

In the course of my examination, no matter has come to my attention: -

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date

3/12/2019

Elisha Kimani  
12 McLeod Road  
Alloa, FK10 1EF

**STATEMENT OF RECEIPTS AND PAYMENTS  
FOR YEAR ENDED 31 MARCH 2019**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<b>Receipts</b>					
Donations	4	2,156	0	<b>2,156</b>	2,581
Grants	5	0	75,911	<b>75,911</b>	80,713
Fundraising		1,002	0	<b>1,002</b>	1,533
<b>Total Receipts</b>		<b>3,158</b>	<b>75,911</b>	<b>79,068</b>	84,827
<b>Payments</b>					
Cost of charitable activities	6	852	79,002	<b>79,854</b>	79,433
Governance costs	7	0	376	<b>376</b>	460
<b>Total Payment</b>		<b>852</b>	<b>79,378</b>	<b>80,230</b>	79,893
<b>Surplus/(Deficit) for the year</b>		<b>2,306</b>	<b>(3,468)</b>	<b>(1,162)</b>	4,934

Notes to the accounts on pages 13 to 14 form an integral part of this statement.



**STATEMENT OF BALANCES  
AS AT 31 MARCH 2019**

<b>Funds Reconciliation</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2019 £</b>	<b>Total 2018 £</b>
Balance brought forward	5,518	15,571	21,089	14,800
Opening balance adjustment	0	0	0	1,355
Surplus/(Deficit) for the period	2,306	(3,468)	(1,162)	4,934
Balance as at 31.03.2019	7,824	12,103	19,927	21,089
Bank balance 31.03.2019	7,824	12,103	19,927	21,089

	<b>Unrestricted Fund £</b>	<b>Restricted Fund £</b>	<b>Total 2019 £</b>	<b>Total 2018 £</b>
<b>Other Assets</b>				
Computers	676	-	676	676
Office Equipment	182	-	182	182
Total	858	-	858	858
<b>Liabilities</b>				
Staff statutory deductions	-	11,004	11,004	13,311
Total	-	11,004	11,004	13,311

Approved by the trustees on 2 December 2019 and signed on their behalf by:-



Sign \_\_\_\_\_

Name Gordon Thomson

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### 1. Basis of Accounting

These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

### 2. Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

### 3. Related Party Transactions

No remuneration was paid to the trustees or to any connected persons during the year.

### 4. Donations

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
Other General donations	2,156	-	<b>2,156</b>	2,581
Walk with Braveheart	-	-	<b>0</b>	1533
<b>Total</b>	<b>2,156</b>	<b>-</b>	<b>2,156</b>	<b>4,114</b>

**5. Grants**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2019</b>	<b>Total 2018</b>
	£	£	£	£
Forth Valley CHD Strategy Fund	-	37,180	<b>37,180</b>	36,631
Scottish Natural Heritage	-	160	<b>160</b>	3,435
The Robertson Trust	-	7,500	<b>7,500</b>	7,500
ICF	-	-	-	10,000
Paths for All	-	7,750	<b>7,750</b>	10,500
Sir Hugh Fraser	-	-	-	2,000
Awards for All	-	8,287	<b>8,287</b>	9,791
INFLI	-	220	<b>220</b>	856
Clacks SCSP	-	2,000	<b>2,000</b>	-
WG Edwards	-	2,695	<b>2,695</b>	-
Falkirk Council SCSP	-	3,194	<b>3,194</b>	-
Barchester Healthcare	-	1,000	<b>1,000</b>	-
James Tudor Foundation	-	3,925	<b>3,925</b>	-
Baillie Gifford Award	-	2,000	<b>2,000</b>	-
<b>Total</b>	-	<b>75,911</b>	<b>75,911</b>	<b>80,713</b>

**6. Cost of Charitable Activities**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2018</b>	<b>Total 2016</b>
Volunteer expenses & Training	-	278	<b>278</b>	419
Optimise activity costs	-	1,596	<b>1,596</b>	-
Admin costs/office equip	463	288	<b>752</b>	1,501
Activity costs	-	4,361	<b>4,361</b>	5,016
Fundraising Expenses	216	-	<b>216</b>	216
Professional fees	-	-	-	251
Staff costs	-	71,040	<b>71,040</b>	71,862
Staff expenses/travel	-	1,438	<b>1,438</b>	-
Bank & interest charges	172	-	<b>172</b>	170
<b>Total</b>	<b>852</b>	<b>79,002</b>	<b>79,854</b>	<b>79,433</b>

**7. Governance Costs**

Independent Examination	0	376	376	460
<b>Total</b>	<b>0</b>	<b>376</b>	<b>376</b>	<b>460</b>